



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (REIN)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMF
ARMED FORCES RESERVE CENTER
1601 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:

5100

CO/I-I

29 Jan 04

INSPECTOR-INSTRUCTOR STAFF POLICY LETTER 2-04

From: Inspector-Instructor
To: Distribution List

Subj: MAIL HANDLING PROCEDURES

Ref: (a) OPNAVINST 5112.6B
(b) ForO 5110.2

1. Due to the manner in which mail is delivered to the reserve center via civilian carrier, the following procedures regarding mail handling and delivery will be utilized:

a. Conditions at this unit exist whereby official and personal mail is sorted at the same time of receipt, therefore no mail room is reserved or necessary for further sorting.

b. The correct mailing address for I-I Staff personal mail is:

Rank, Full Name, SSN, USMC
I-1Stf, CoB, 6thEngrSptBn, 4thFSSG
AFRC, 1901 South Kemble Avenue
South Bend, Indiana 46613

c. The correct mailing address for Reserve personal mail is:

Rank, Full Name, SSN, USMCR
Plt _____, Co B, 6thEngrSptBn, 4thFSSG
AFRC, 1901 South Kemble Avenue
South Bend, Indiana 46613

2. Postal Officer

a. During the period the Company is attending Annual Training (AT), primary and alternate mail orderlies shall be appointed and a DD Form 285 (Mail Orderly Appointment Card) will be issued.

b. A Staff Noncommissioned Officer will be appointed, in writing, to assume responsibilities as Postal Officer for this

staff. A sample format for his appointment letter may be found in reference (b).

c. Two mail orderlies shall be appointed and authorized to receipt for official/accountable mail. A sample copy of the authorization letter is contained in reference (b).

d. It is required that the changes to Postal Officer and mail clerks/orderlies be kept to a minimum, and that they be thoroughly familiar with their duties in accordance with DOD 4526.6M, OPNAVINST 5112.6, MCO P5100.4 DivO P5112.1B and this Order.

e. The Postal Officer shall ensure a copy of this Policy Letter is posted on the unit bulletin board, and he shall be responsible for the supervision of all postal functions of the unit.

3. Mail Orderlies

a. All mail shall be immediately backstamped indicating time and date received, sorted and personally delivered to the addressee.

b. Mail orderlies appointed to handle registered mail shall be U. S. citizens.

c. Either the primary or alternate mail orderly will be available at all times for collection and proper distribution of the mail.

d. DD Form 285 will be utilized for appointment of mail orderlies. An original will be retained by the individual and a duplicate to the Civil Post Officer servicing this unit.

4. Location and Hours of Operation

a. The Civil Post Office servicing this unit is the main Post Office located at 424 S. Michigan Street, South Bend, Indiana. Hours of operation are Monday through Friday 0745-1730, and Saturdays 0745-1300.

b. This unit does not operate a mail room. Mail pickup and delivery is conducted by a civilian postal carrier. His normal delivery/pickup is 1000 Monday through Friday, and upon request on Saturdays, normally about 1100. He delivers and picks up all mail AFRC mail box located in the AFRC foyer.

c. This unit has one receptacle for both official and personal outgoing mail, located on the mail box in the AFRC foyer.

5. Distribution of Incoming Mail

a. Official Mail. All official mail addressed to the Commanding Officer or Inspector-Instructor will be opened by those personnel designated in writing, except any mail marked "Personal" will be delivered as received from the postman. A date-time stamp will be placed on the front of the original container.

b. Personal Mail. All personal mail will be delivered to the addressee immediately upon receipt. Personal mail will not be placed in baskets or similar places, or otherwise left unprotected. Undelivered mail will be placed in a admin chief safe for future delivery, if the individual is to receive his mail.

(1) Mail for which a forwarding address is known will be readdressed and forwarded.

(2) Mail for addressees who are enroute to join, or temporary duty joins, or for those who are temporarily absent, will be stored in the locking file cabinet for future delivery.

(3) Limit of time mail may be held is for 15 days. For an addressee who is enroute, such mail may be held up to 60 days.

(4) When the sender specifies the number of days that mail can be held if not delivered, it shall be returned to the sender at the expiration of the specified date.

c. Classified Material

(1) All classified material is generally received through the U. S. Postal System as either registered or certified mail and is logged in on the DD Form 434 (Record of Accountable Mail), and Incoming classified material log at the Classified Material Security Point.

(2) After receipt, all incoming classified material will be delivered directly to the Inspector-Instructor or Security Manager.

(3) In the event both, the Inspector-Instructor, Security Manager and Assistant Security Manager are not present,

all registered or certified mail shall be stored in the unit armory until delivery can be made.

6. Mail Directory Service

a. The mail directory service will consist of OPNAV Form 5110.5 cards, Notice of Change of Address, or a similar record system containing the necessary information. Files will be arranged alphabetically, regardless of rank or status. They will be corrected daily or as changes occur, to reflect all changes in status; upon detachment or transfer of individuals, directory cards will be retained for six (6) months then be destroyed.

b. Files for personnel receiving mail through the organization will write the last name, first name, rank, social security number, mail address and previous mailing address. Temporary changes in status, i.e., hospital, TAD, leave etc., together with date of change indicating when the individual will return will be made initialed and dated.

c. Files for personnel ordered to report to this unit shall also show the date due to report.

d. Files for personnel departed from this unit will show complete forwarding address, date of departure, discard date for removal and disposal of files at the expiration date.

e. Some personnel receive mail for accompanying dependents. The file will list those dependents if the last names are the same or on a separate directory file if the last names are different.

7. Customs Regulations. In the event of deployment to an area outside the United States or mail being sent outside of the United States, customs regulations will be in accordance with Chapter 7 of reference (a).

8. Nonmailable Matter. Attention of all personnel is directed to the provisions of reference (b), which prohibits transmitting certain articles of nonmailable matter via the United States mail system. The following items are listed as unmailable matter:

- a) Intoxicating liquors
- b) Habit forming drugs and those drugs, possession of which is illegal
- c) Any articles, compositions or material which may kill or maim another

- d) Ammunition and explosives of any type
- e) Obscene and indecent matter
- f) Contraband, items prohibited from import/export by law
- g) Lotteries, frauds and libelous matter
- h) Any letter, publications or the like that advocate treason, forcible resistance to laws of the United States
- i) Publications which violate copyrights granted by the United States
- j) Switch blade knives, perishable matter, plant quarantines, and concealable firearms
- k) U. S. Government property intended for personal use, except those items purchased through authorized agencies
- l) Flammable or poisons

9. Miscellaneous

a. Mail orderlies will not conduct any business involving money for members of this unit, to include stamp or money order purchases, etc.

b. No personnel other than designated mail orderlies will be permitted to deliver, transmit or handle any mail or postal matters for this unit.


c. Unannounced inspections of mail handling procedures will be made by the Inspector-Instructor.

d. Suspected incidences of tampering with the mail shall be immediately reported to the Postal Officer of the Inspector-Instructor.

e. All mail, personal and official, shall be considered inviolate.

f. Emergency Destruction of mail shall be accomplished in accordance with paragraph 505 of reference (a), and paragraph 5008 of reference (b) respectively.

10. Reserve Applicability. This Policy Letter is applicable to the Marine Corps Reserve.


A. N. Green III
Inspector-Instructor

DISTRIBUTION: B